

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of the operations of an assigned department section and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division, including assisting with budget preparations. Police Lieutenants are also responsible for evaluating training needs of the department; supervising the care and maintenance of assigned equipment; and performing and supervising law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Manages the operation of an assigned police department section or division and participates in developing procedures to accomplish aims of that section or division. Deploys available man power in the most cost-efficient manner. Inspects and evaluates the assigned services of the department and makes recommendations for improvement. Reviews incoming communications and routes work to the appropriate person or location. Monitors any local conditions which may create situations the department may be called upon to handle.

Researches potential grants, and completes grant applications. Assists in preparation of the departmental operating budget by gathering information to be used in compiling budgets, and by preparing a section of the budget for assigned areas of department operations.

Evaluates department training needs and serves as a formal classroom instructor. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Supervises and prepares records and reports required to document the activity of assigned divisions. Writes departmental memoranda,

and correspondence in response to written and oral requests.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Approves leave, and provides on-the-job training for department members; including providing assistance in technical areas of work. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Supervises the general care of departmental property, and arranges for repairs and maintenance of all department equipment. Locates outside repair services, and obtains cost estimates. Manages inventory control of supplies and equipment for the department; including making purchases.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the application deadline.